#### Force Security Assistance Cent

Build International Partner Capabilities in Support of Global

Security Objectives

(Uncla Sitepply Discrepancy



U.S. AIR FORGE

**Report - Automation** (SDR-A) **Original SDR Submission Wizard Tutorial AFSAC/IARGB Section** 5454 Buckner Road Wright-Patterson AFB, OH

45433

AFSAC.SDR.CUSTOMER.SERVICE@WPAFB.AF

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DEFENSE ARTICLES OR PROVIDE DEFENSE ARTICLES OR PROVIDE DEFENSE SERVICES IS



#### **AFSAC Online Home Page** (https://afsac.wpafb.af.mil)



**AFSAC** Online

Home

What's New

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Feedback

Help

Supporting Worldwide **Partnerships** 

Air Force Security Assistance Center Wright Patterson AFB, Ohio 45433

#### **AFSAC Online Links**

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Apply for AFSAC Online and/or SAMIS Account

Change Password

Security Cooperation Information Portal (SCIP) Web Site

#### Password Required

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#### **Application Links**

Tutorials

Applications Suite

Supply Application

Letter of Request (LOR)

Logistics Applications

AFSAC Online

· AFSAC's goal is to caticfy our customers' needs. This Web based consider is another attempt to achieve that goal. It is not intended to rea have developed thi

**The Supply Discrepancy Report Automation** provide easy, arou (SDR-A) tool is accessed through AFSAC Online using any Internet connection.

Business application

(Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.



Briefina

AFSAC Library

Repair/Replace Briefing

requirements.

#### **AFSAC Online SDR Submission**





step access to multiple databases, which allow a user to research the supply pipeline by country and service. Click

the link above to go directly to their website to find out more about this service. Click here for access and sponsorship



#### **AFSAC Online Login**





#### **AFSAC Login**

User Name:			
Password:			
	Login	Clear	

User IDs and passwords are NOT case sensitive.

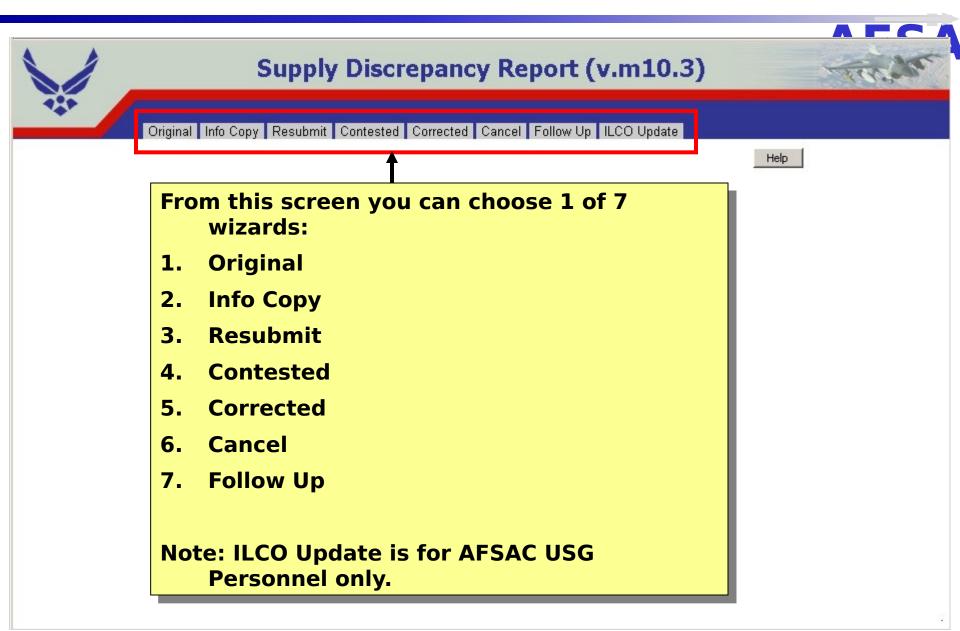
Use your AFSAC Online ID and Password to access the SDR Automation Submission Tool.

NOTE: If you have logged-in to any of the other SDR-A tools, this screen will be skipped.



#### **SDR Submission Main Screen**







# SDR Original Submission Wizard

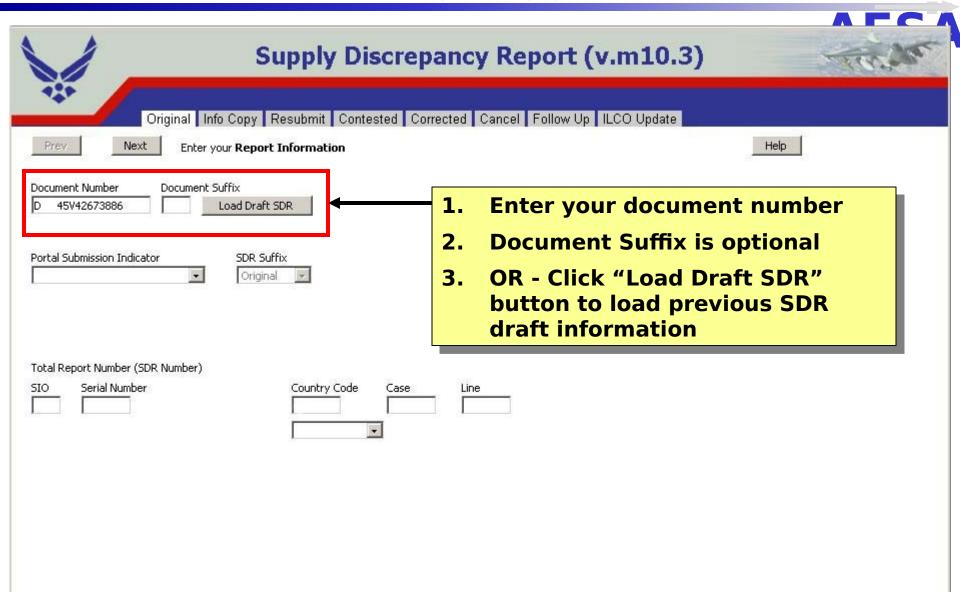


Supply Discrepa	ncy Report (v.m10.3)
Original of Copy Resubmit Contested Correct  Prev Next Enter your Report Information	cted Cancel Follow Up ILCO Update Help
Document Number Document Suffix  Load Draft SDR	Use Original Wizard to:
	Submit a new report
Portal Submission Indicator SDR Suffix  Original	<ul> <li>Lead you through the SDR submittal process</li> </ul>
Total Report Number (SDR Number)	<ul> <li>See your completed SF364 at the end</li> </ul>
SIO Serial Number Country Code Case	Line



#### SDR Original Enter Doc #

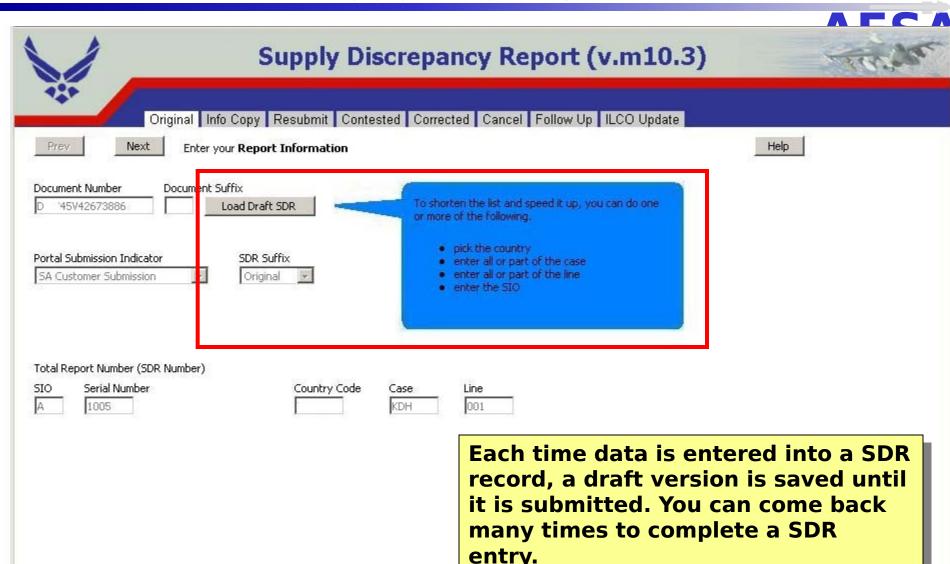






#### **SDR Original Load Draft SDR**



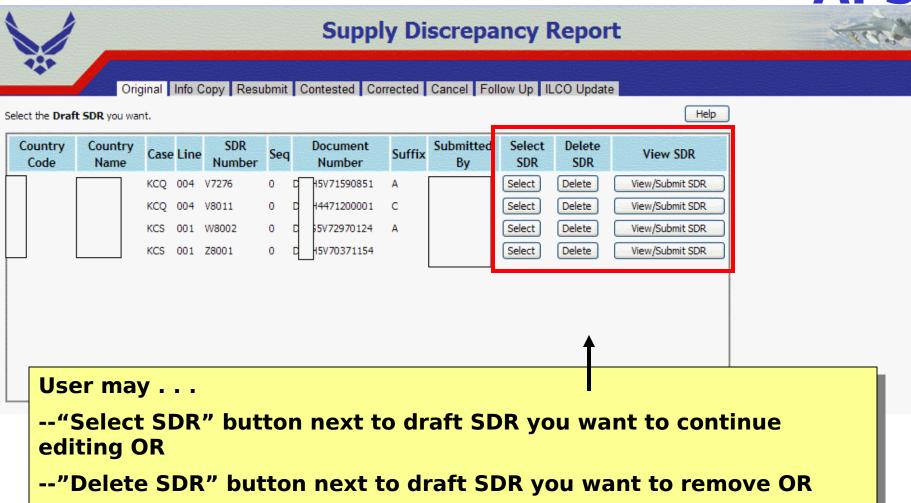




#### SDR Original Select SDR Draft





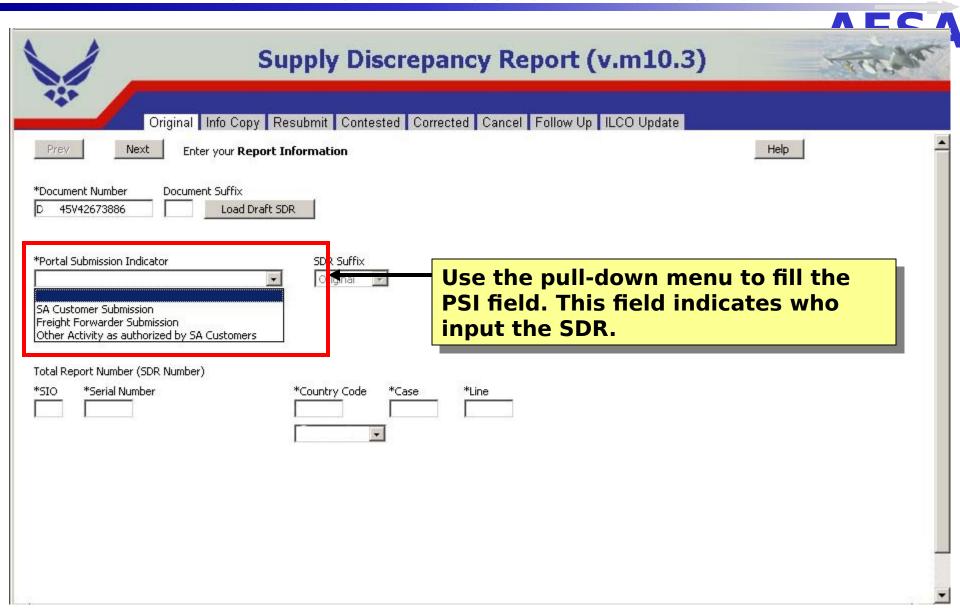


--"View SDR" button to view, print, and/or submit SDR



### SDR Original Portal Submission Indicator

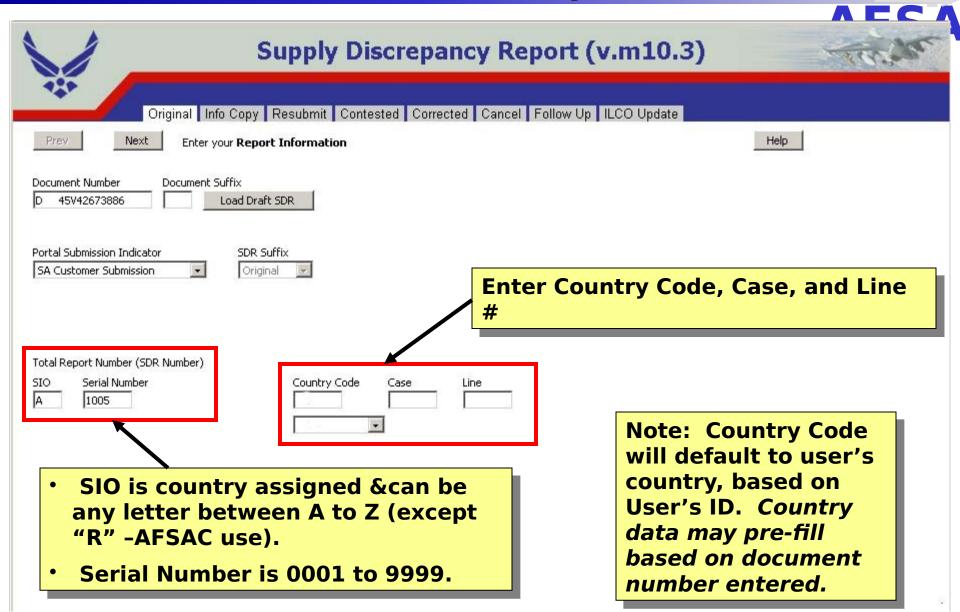






### SDR Original SIO/Serial #/Country/Case/Line

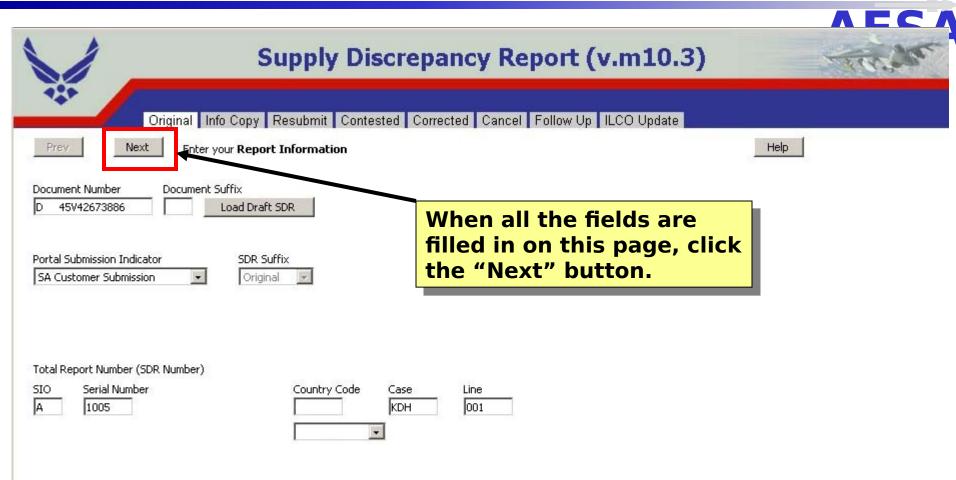






#### SDR Original Next

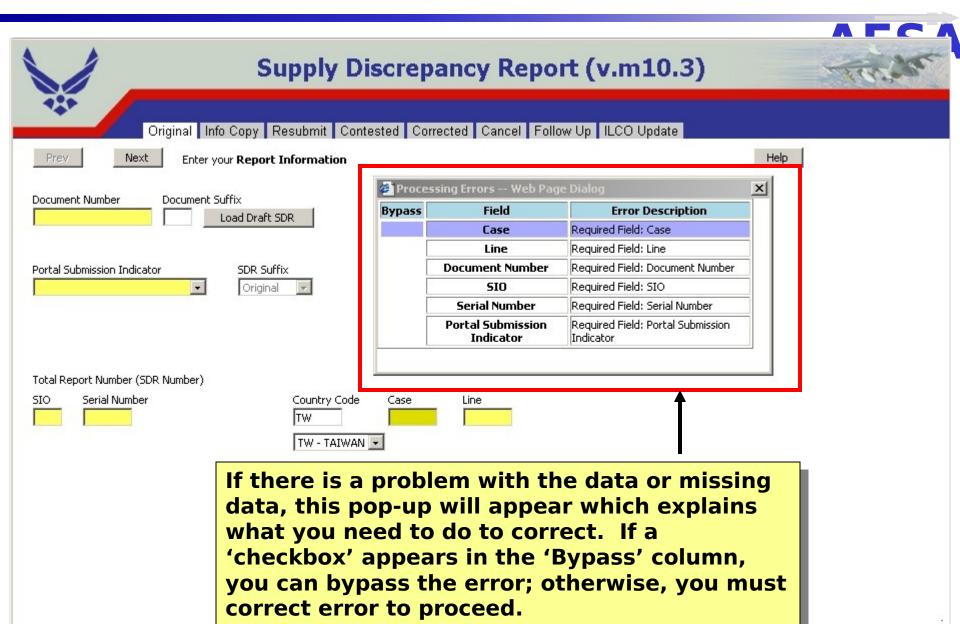






#### **Processing Errors**

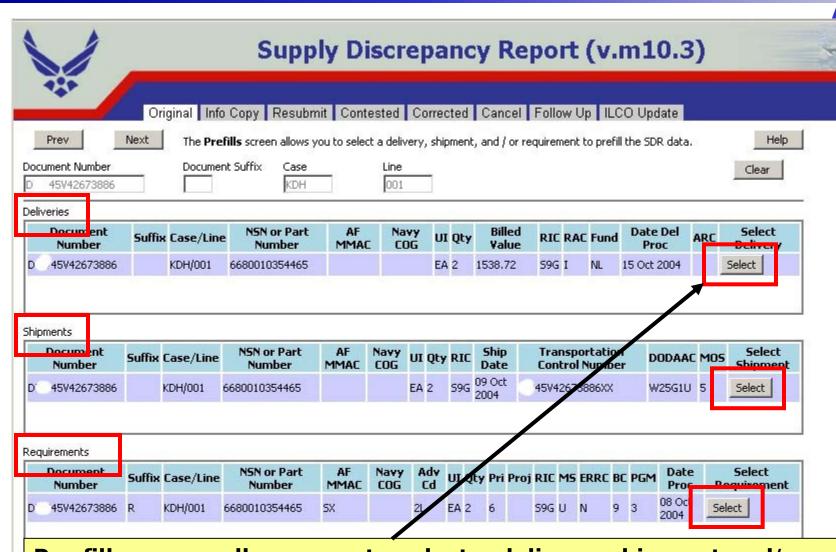






### SDR Original Pre-fill Options





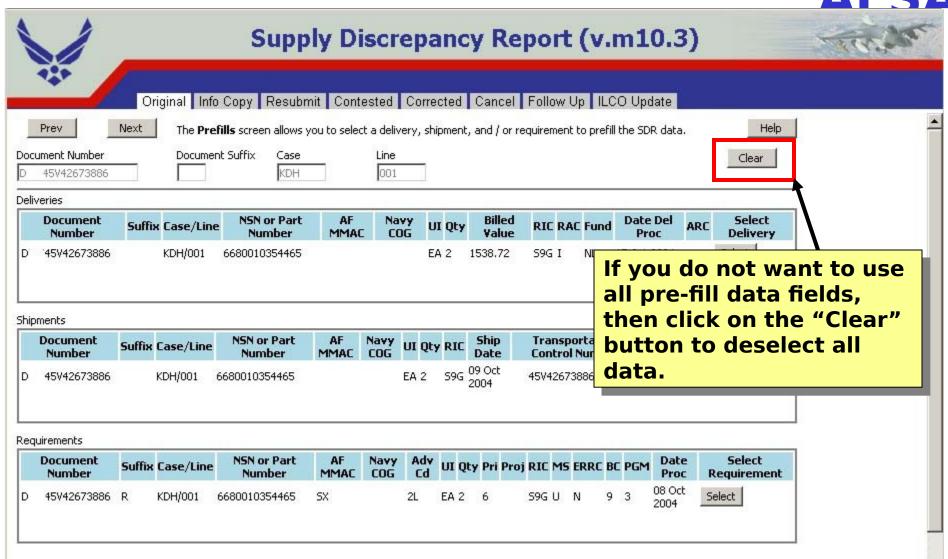
Pre-fills screen allows your to select a delivery, shipment and/or requirement to pre-fill the SDR data. If only one record exists, the



#### SDR Original Pre-fill Options



ΔFSΔ

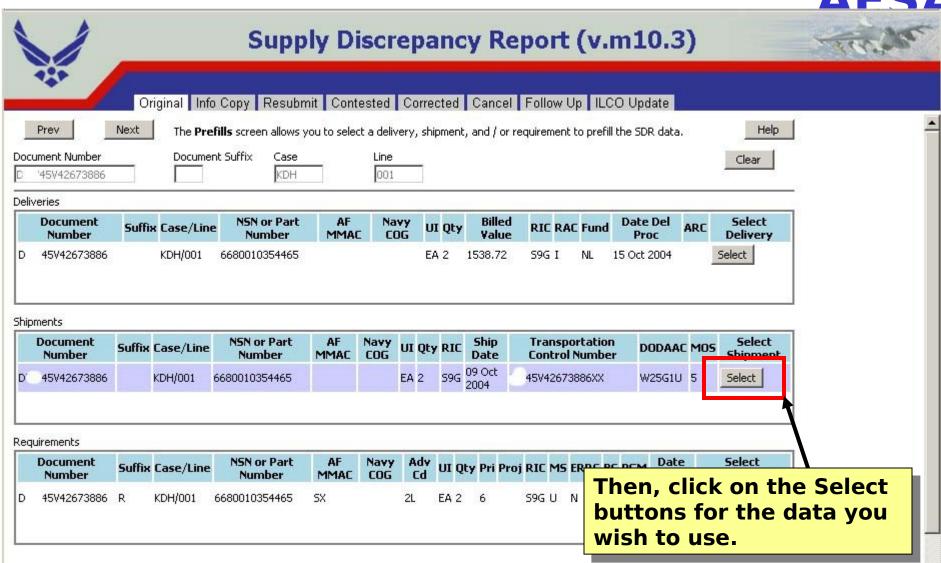




### SDR Original Pre-fill Options



ΔFSΔ





# **SDR Original Manual Entry**



***	Supply Discrepancy		
Prev Next The Manual screen coument Number Document Suffix 45V42673886	KDH 001 D	y, shipment, and requirement SDR data. Supplementary Address	• Manually enter data
**NSN Air Force MMAC 6680010354465 SX  **Manufacturer's CAGE Code **Part Number  **Nomenclature CASE,INDICATOR  Navy COG ** User must enter NSN or CAG	59G Fund Code NL	Req Advice Code  2L  Budget Code  9  ERRC  N  DoD EMALL  no	about what you requisitioned, what was shipped, and what was
Quantity Billed Date Delivery Procedure 15 Oct 2004  Billed Value	Reporting Activity Code (RAC)  I  Delivery Source Code  AA	Transportation Bill Code  B Interfund Bill Number  2CAD4	delivered/bille d.  • Some fields may be pre-
ipment Data  *Quantity Shipped Shipper's RIC  2  Date Shipped Shipper's DODAAC  09 Oct 2004 W25G1U  Fields marked with a * are required.	Shipment Unit Control Number 45V42673886XX	Carrier's Document Type  Carrier's Document Number	populated based on your selections from the pre- fill data, or



# **SDR Original Contract Data**



	Supply Discrepancy Report (v.m10.3)
	opy Resubmit Contested Corrected Cancel Follow Up ILCO Update elect one of the available <b>Contracts</b> then enter additional data, or you may enter all of the contract data.
Document Number PIIN CLIN GFE/GFN	M Call Order Shipment ID Number Type Instrument Select Contract
Document Number	Clear
PIIN Contract Line It  Call Order Number Shipment ID Nu	the Air Force contracting systems via an
	<ul> <li>At this time, pre-fill data is only available for Air Force contracts.</li> </ul>
	<ul> <li>If a contract record exists that matches the SDR document number, press 'Select' to pre-fill that contract information.</li> </ul>
Fields marked with a * are required,	<ul> <li>Customer may enter contract data manually, if</li> </ul>

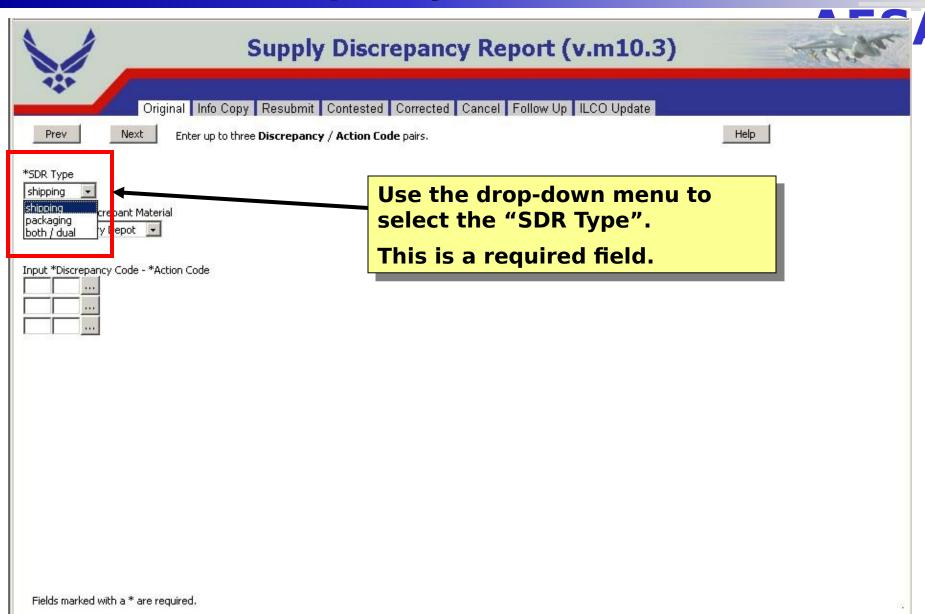




Supp	ly Discrepancy Report (v.m10.3)	Tree Share
	mit Contested Corrected Cancel Follow Up ILCO Update  ancy / Action Code pairs.	Help
*SDR Type shipping		
*Location Of Discrepant Material  Input *Discrepancy Code - *Action Code	This screen allows you to enter the information about the discrepancy and what action is requested.	
Fields marked with a * are required.		<i>t</i> :



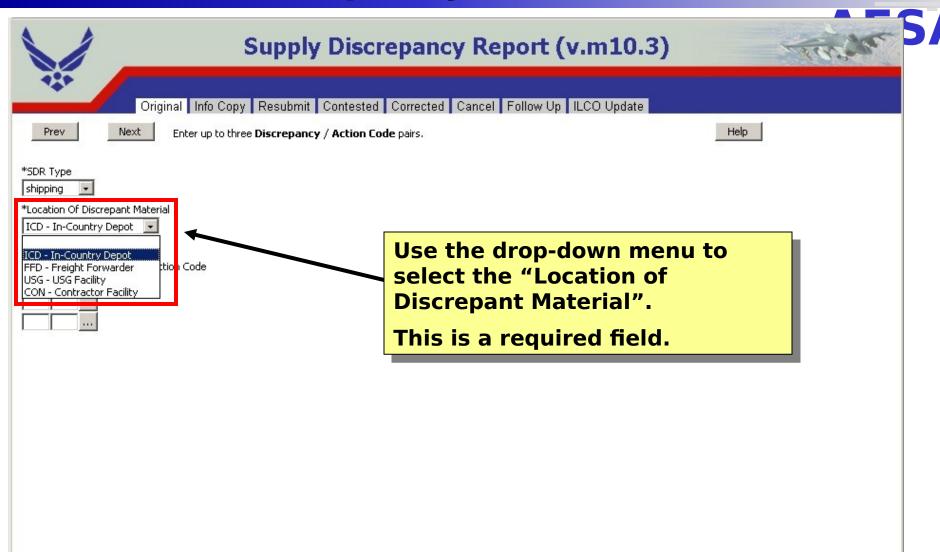






Fields marked with a \* are required.





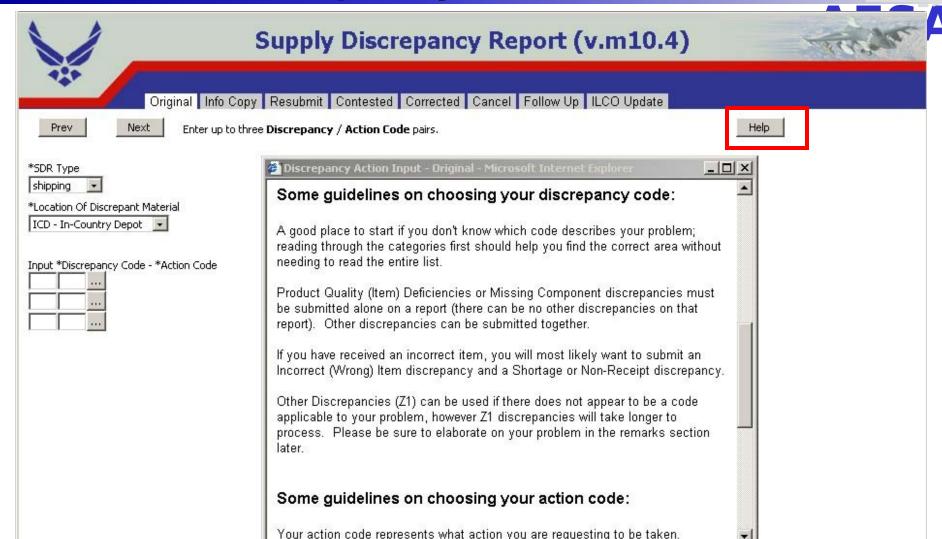




Sı	upply Discrepancy Report (v.m10.3)
	Resubmit Contested Corrected Cancel Follow Up ILCO Update  Secrepancy / Action Code pairs.  Help
*SDR Type   shipping   *Location Of Discrepant Material   Input *Discrepancy Code - *Action Code	The Help system provides some valuable information on using discrepancy and action code combinations.
	You can enter up to three different discrepancies and action codes.  At this time, Product Quality (Q codes) or Missing Components (C4, C5, & S9 codes) discrepancies must be submitted alone on a report (there can be no other discrepancies on that report). Other discrepancies can be submitted together (up to 3).
Fields marked with a * are required.	This is a required field.

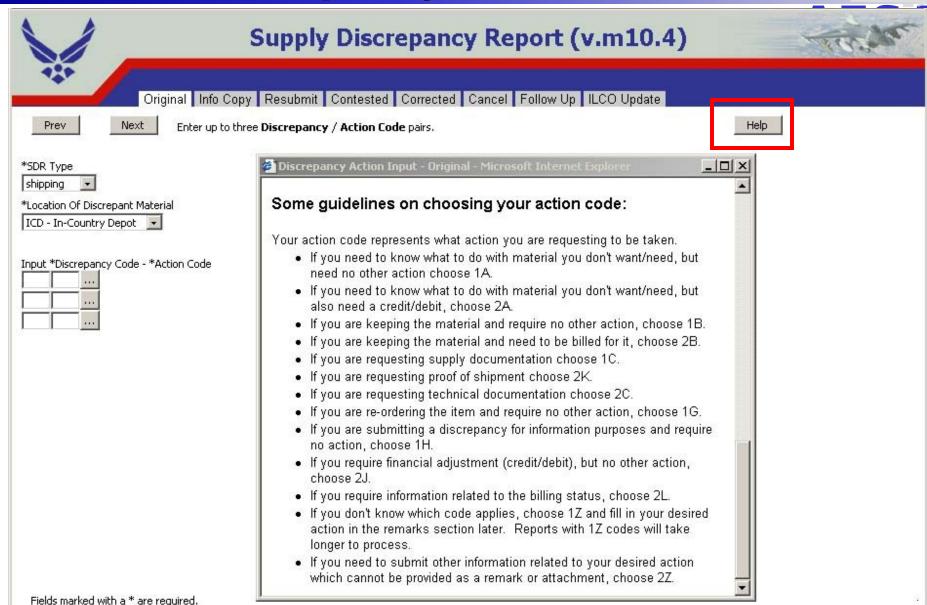






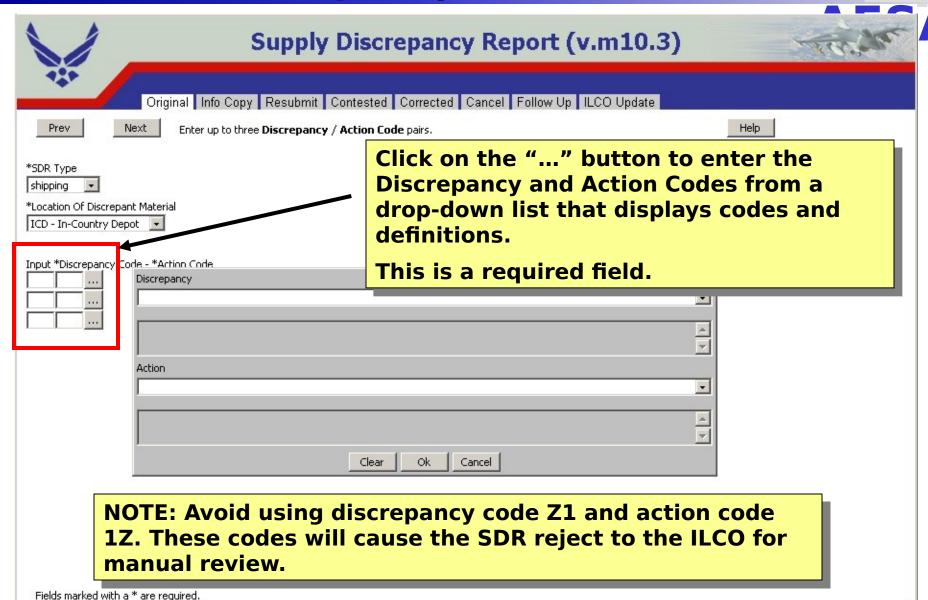






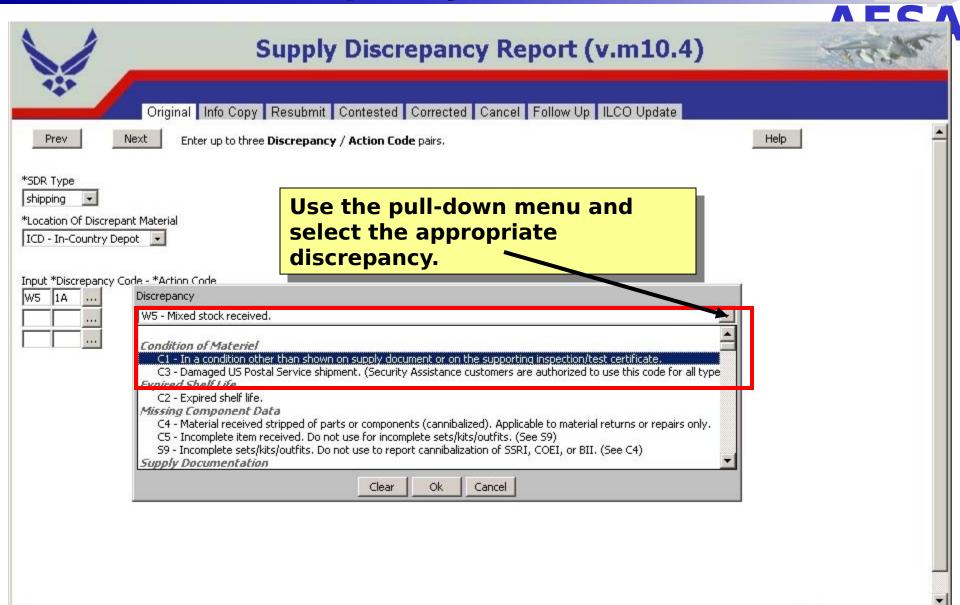






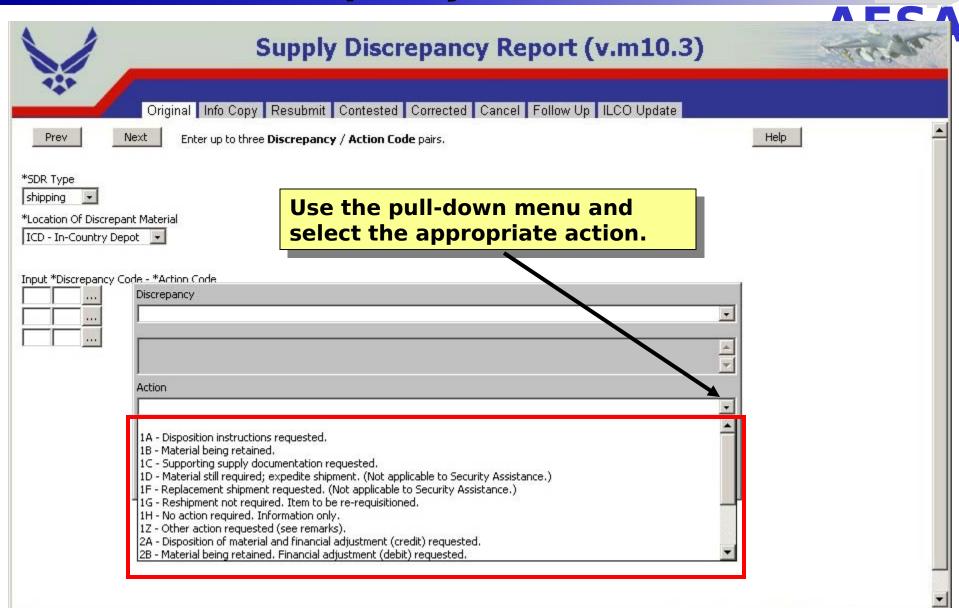






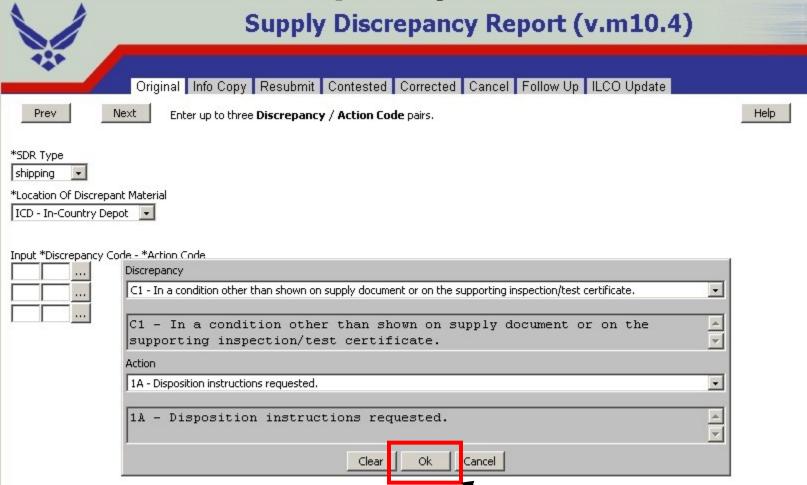








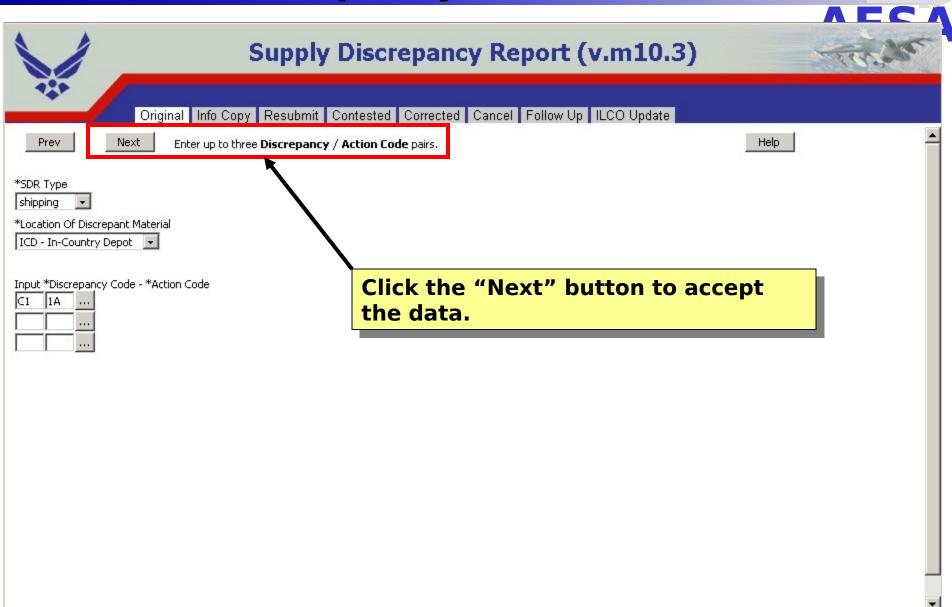




Click the "OK" button to accept your choice of discrepancy and action code.



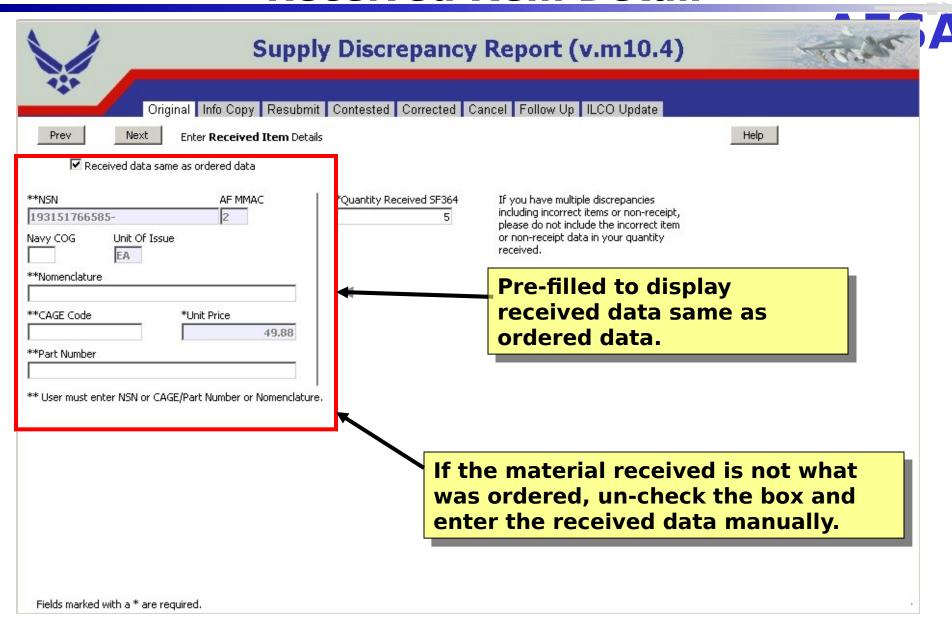






#### SDR Original Received Item Detail







### SDR Original Received Item Detail



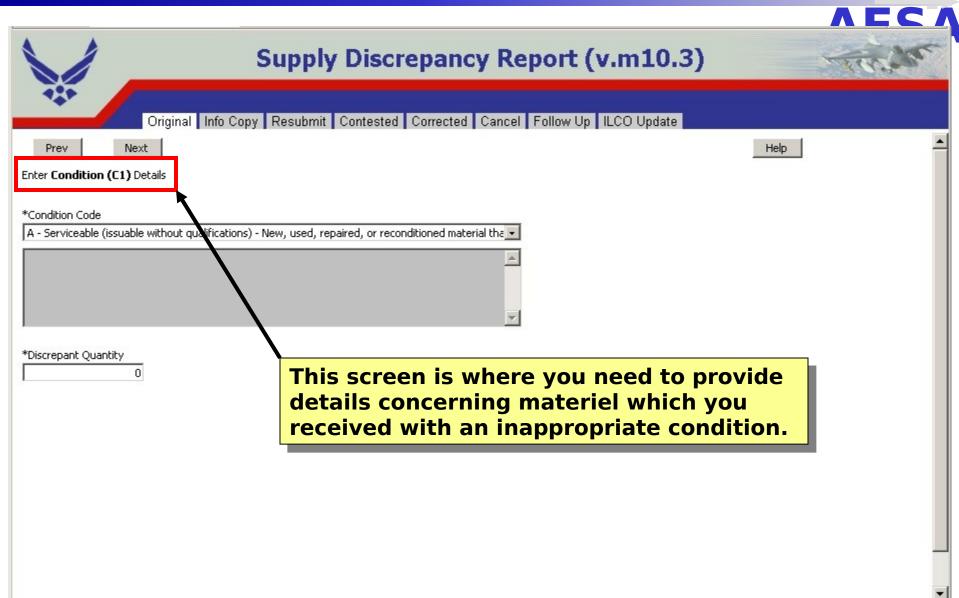
Supply Discrepancy Report (v.m10.4)	Translation of the same
Original Info Copy Resubmit Contested Corrected Cancel Follow Up ILCO Update	
Prev Next Enter Received Item Details	Help
**NSN AF MMAC  193151766585- Navy COG Unit Of Issue  **Nomenclature  *Quantity Received SF364 If you have multiple discrepancies including incorrect items or non-receipt, please do not include the incorrect item or non-receipt data in your quantity received.	
**CAGE Code  **Unit Price  49.88  **Part Number  **User must enter NSN or CAGE/Part Number or Nomenclature.	

NOTE: This screen applies to all discrepancies except incorrect (wrong) item discrepancies.



# SDR Original Condition Code (C1) Details



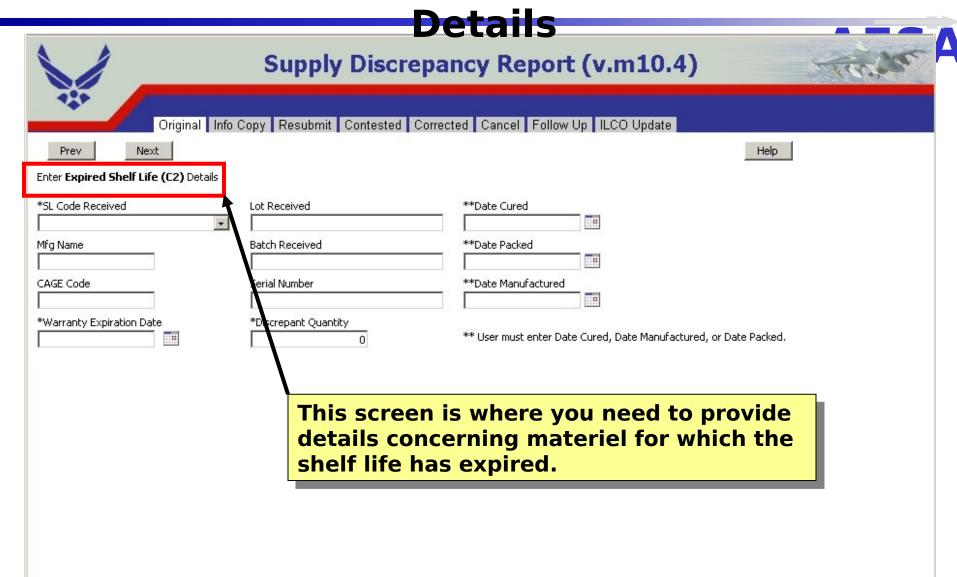




Fields marked with a \* are required.

### SDR Original Expired Shelf Life Code (C2)







#### SDR Original Missing Item/Component Details



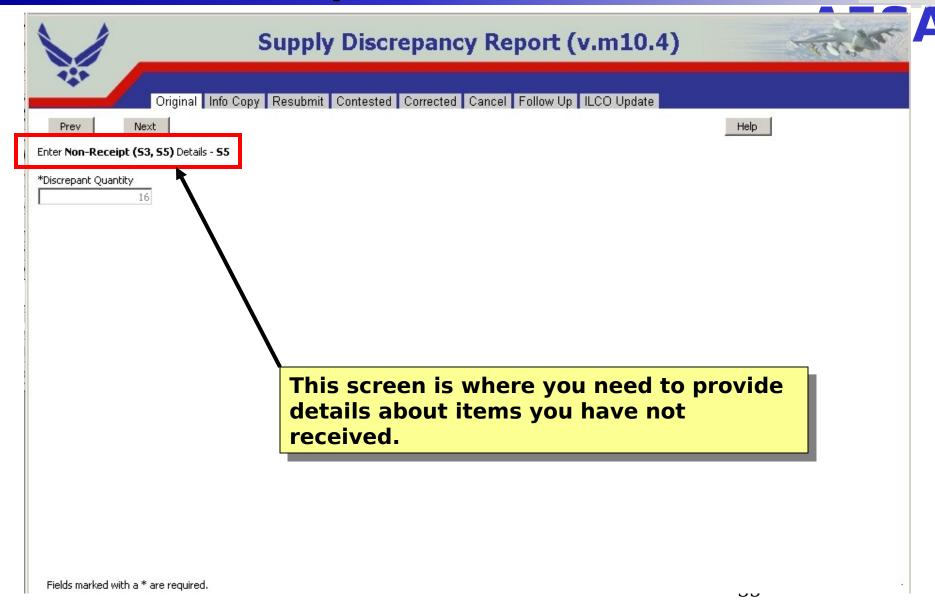
This screen is allow you to enter details concerning missing items or components. Maximum of 2 missing compenents per SDR at this time. Supply Discrepancy Report (v.m10.4) Original Info Copy | Besubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update Help Enter Missing Item / Component (C4, C5, & 59) Details - C5 Missing Item Summary \*\*MI NSN MI AF MMAC \*\*MI Noun \*MI Unit Price Quantity MI Navy COG MI CAGE Code MI Unit of Issue Value: 28003.00 \*\*MI Part Number \*MI Quantity Add \*\* User must enter NSN or Part Number or Nomenclature. AF MMAC COG Nomemclature Mfg CAGE Part Number Unit of Issue Unit Price Quantity Value NSN. Delete TESTER, ANTI-SKID 28003.00 Delete 4920002725665 RN EA 28003.00 1

Enter the NSN of the missing item/component. Then, click the "Add" button. You can enter up to two missing items or components. If have more than two, then enter another SDR or include the extra information in the Customer Remarks section.



## SDR Original Non-Receipt Code (S3,S5) Details







#### SDR Original Quality Codes (Q\_) Details



	Supply D	iscrepancy Report	(v.m10.4)	THE SHAPE
Origina	I Info Copy Resubmit Cont	tested   Corrected   Cancel   Follow U	Jp ILCO Update	
Prev Next			Help	
Enter <b>Quality (Q)</b> Details - <b>Q1</b>				
*Category Type Type I- Deficiencies that require in	nnediate attention to mitigate risk ar	nd/or limit/resolve mission impact.	Circumstances Prior To Difficulty	
Mfg Name	ate Assembled	Operation Time Quantity In Stock	Description of Difficulty	
CAGE Code	Dalle Rebuilt	Next Higher Assembly	Suspected Cause	
Date Discovered	Date Tured	End Item	Action Taken	
Date Packed	Warranty Expiration Date	Weapon System	Recommendations	
Date Manufactured	*Discrepart Quantity	Serial Number		
		le details concern eceived with qua		
	the 14	tomer enters deta I point checklist a rement is satisfied		
Fields marked with a * are require		Cincile 13 3dti3ffet		



### SDR Original Wrong/Incorrect Item (W) Details



This screen is where you need to provide details concerning incorrect materiel which you have received.

**AFSA** 

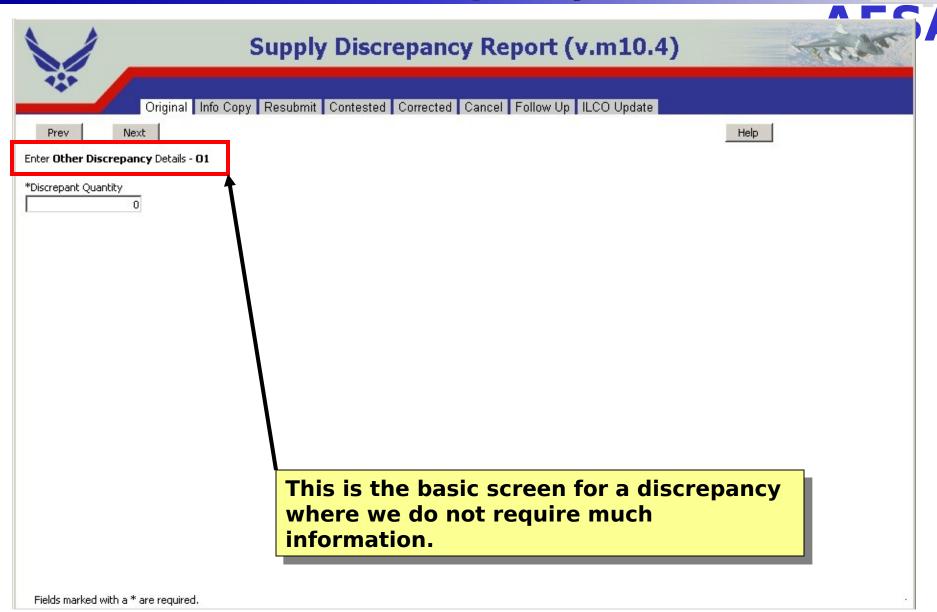
			Suppl	y Di	screp	ancy	Repo	ort (v	.m1	0.4)		Tro. Mr
Prev	Or Next	iginal   I	fo Copy Resubm	t Conto	ested Cor	ected C	ancel Fol	low Up I	LCO Upd	late	Help	
nter Wrong / I		tem (W)	Details - <b>W1</b>									_
*NSN *Nomenclature	AF MM	RIC *Unit Price		*Condition Code II Summ  A - Serviceable (issuable without qualifications)  A - Serviceable (issuable without qualifications) - Quantity  qualifications) - New, used, repaired, or					nary 1			
AGE Code			Unit Of Issu	e	recon	ditioned ma	terial that is s Navy COG	erviceable .	and 🔽	Value	2.08	
*Part Number ** User must e	nter NSN or	Part Numb	Mfg Name Der or Nomenclature.				*Discrepa	nt Quantity		Add		
NSN	AF MMAC	Navy COG	Nomemclature	Mfg CAGE	Part Number	Mfg Name	U/I Unit Price	Quantit	y Value R	IC Condit		
1920010504590	En .		KESISTOK, FIXED, WIKE	V.			EM 2.00	1	2,00 5	FE A	Delete	<del>                                      </del>

Enter the NSN of the wrong/incorrect item. Then, click the "Add" button. You can enter up to two wrong/incorrect items. If have more than two, then enter another SDR or include the extra information in the Customer Remarks section.



## SDR Original Other Discrepancy Details



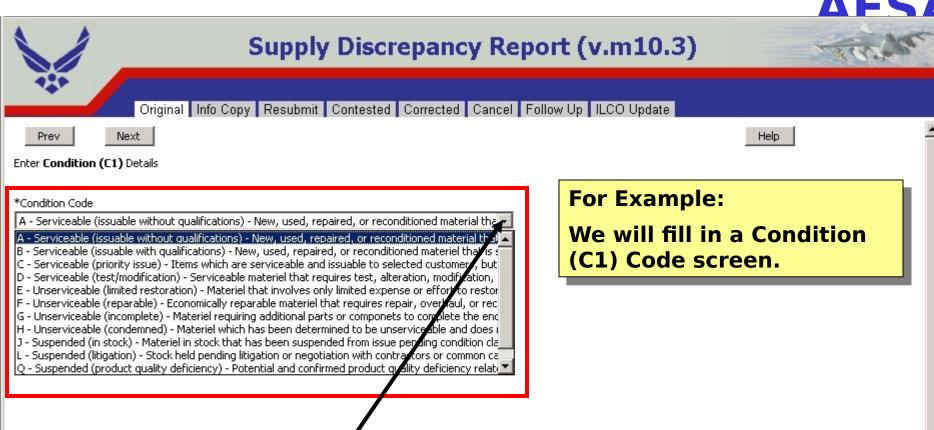




## SDR Original Condition (C1) Code Details





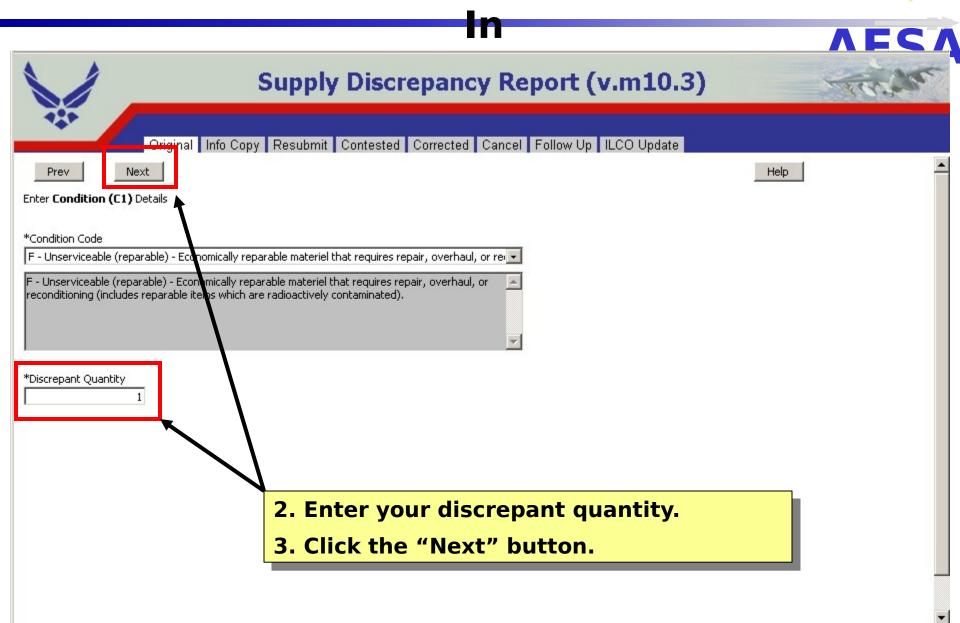


1. Use the drop-down menu to select the condition code of the discrepant materiel.



#### SDR Original Condition (C1) Code Details Filled







#### SDR Original Processed Discrepancy



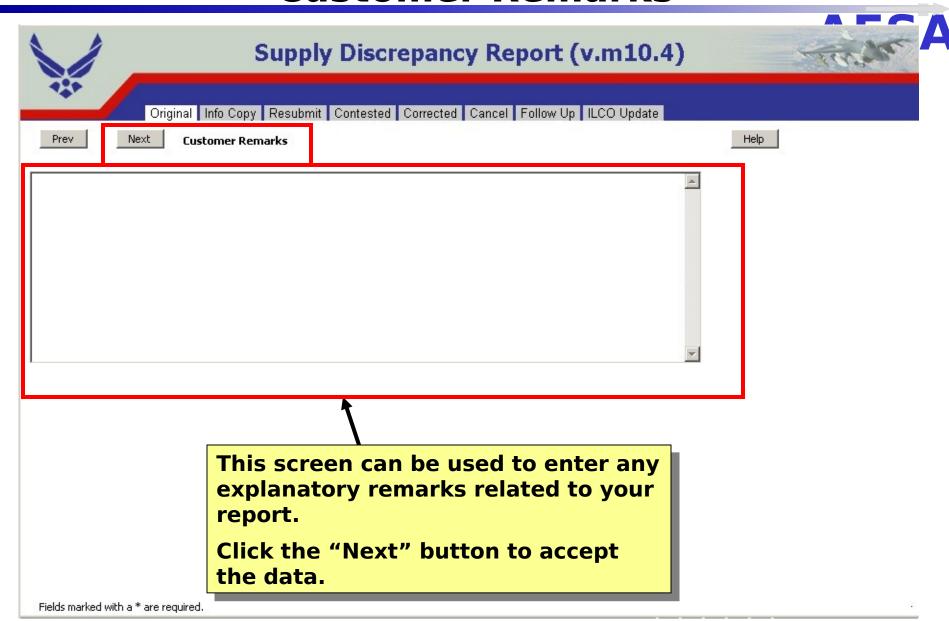
Supply Die	Click the "the data.	Next" button to accept
Original Info Copy Resubmit Contes		
C1 In a condition other than shown on supply document or on the 1A Disposition instructions requested.	supporting inspection/test certificate.	Quantity 5 Value 249.40
This screen displays a sun have entered.	nmary of the disc	repancies (up to 3) you
*Total Discrepant Quantity 5	*Total SDR Value	249.40

Total Discrepant Quantity and Total SDR Value is calculated by system. If user over-writes, the system calculation will be permanently deactivated on this submission.



### **SDR Original Customer Remarks**

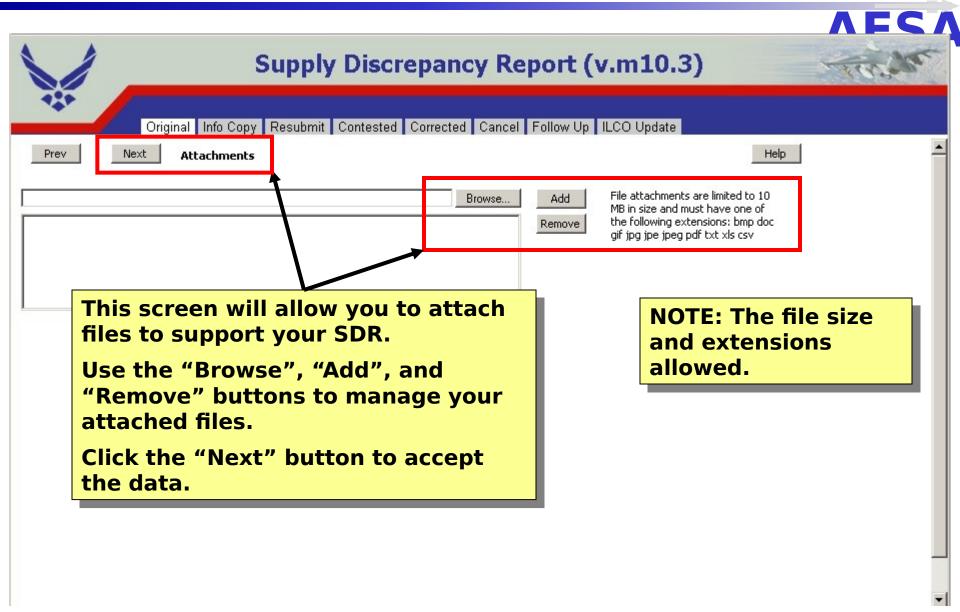






#### **SDR Original Attachments**

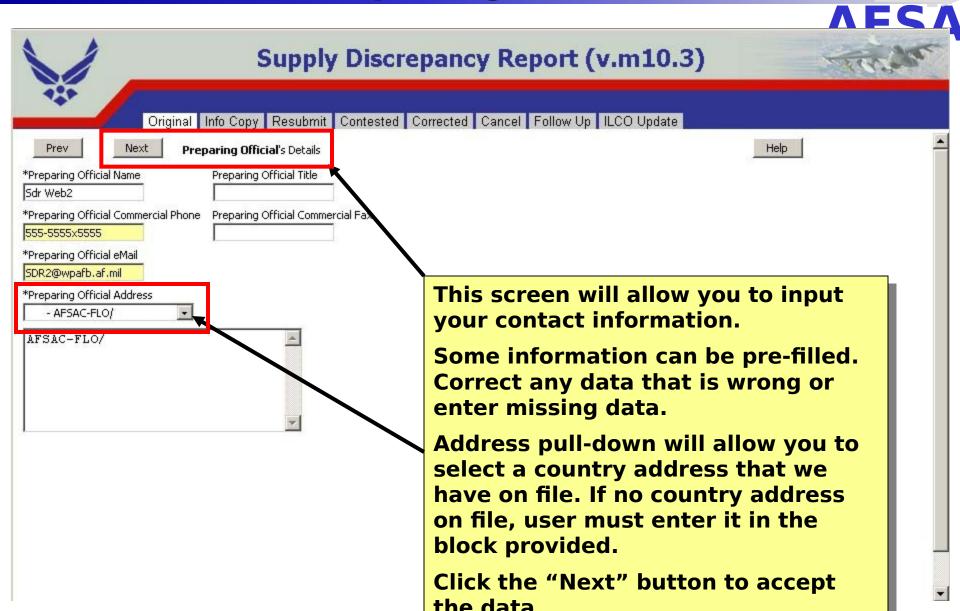






#### SDR Original Preparing Official

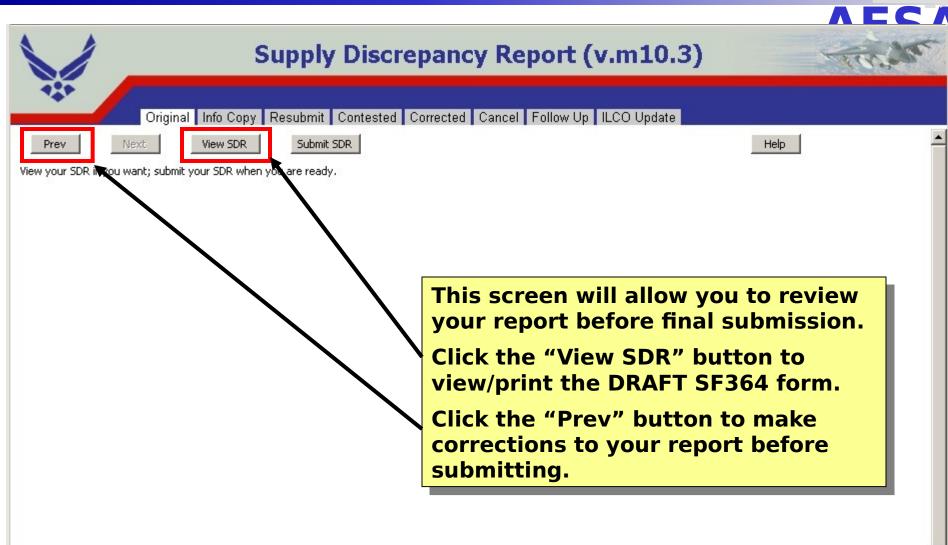






## SDR Original View/Submit

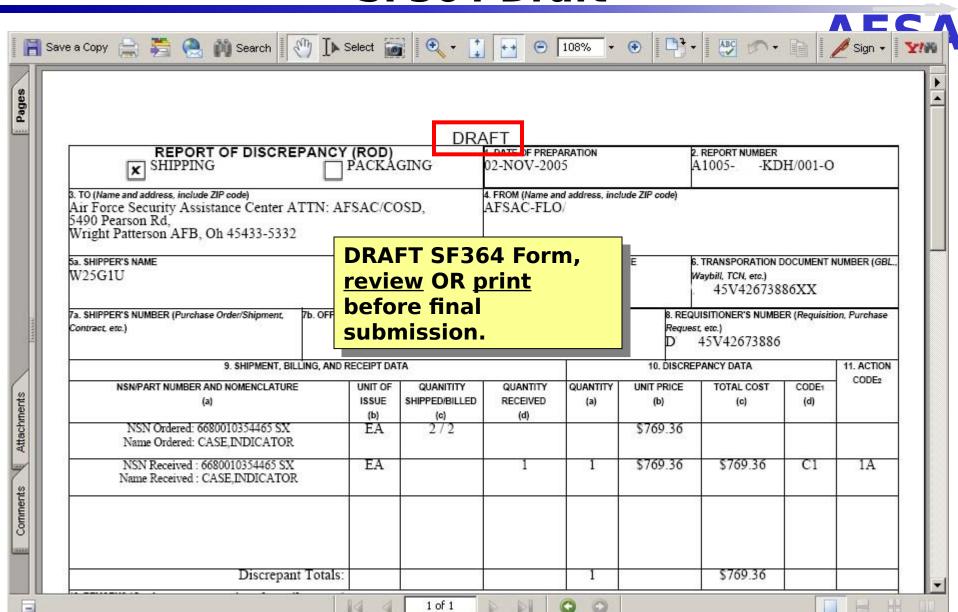






#### SDR Original SF364 Draft

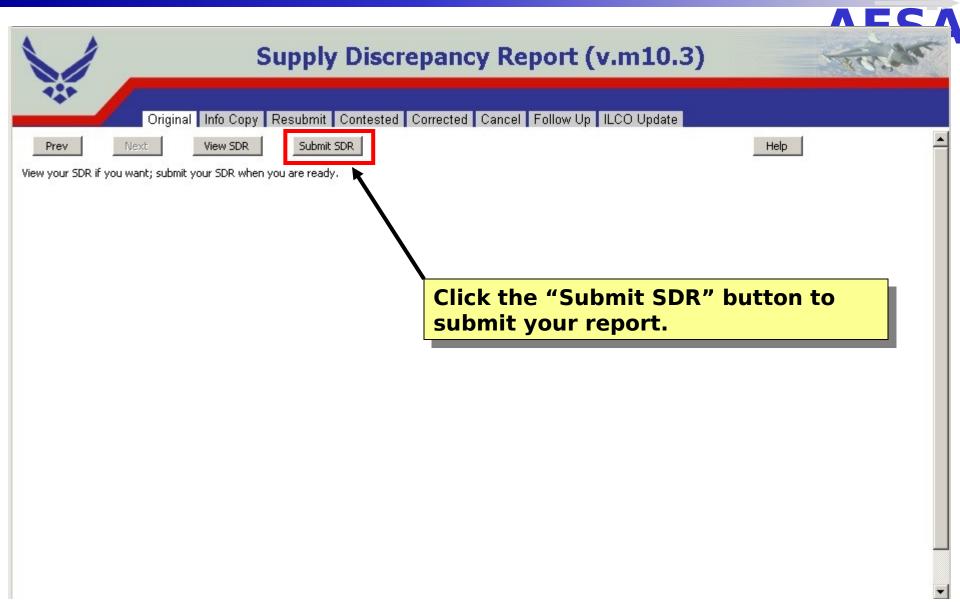






### SDR Original View/Submit

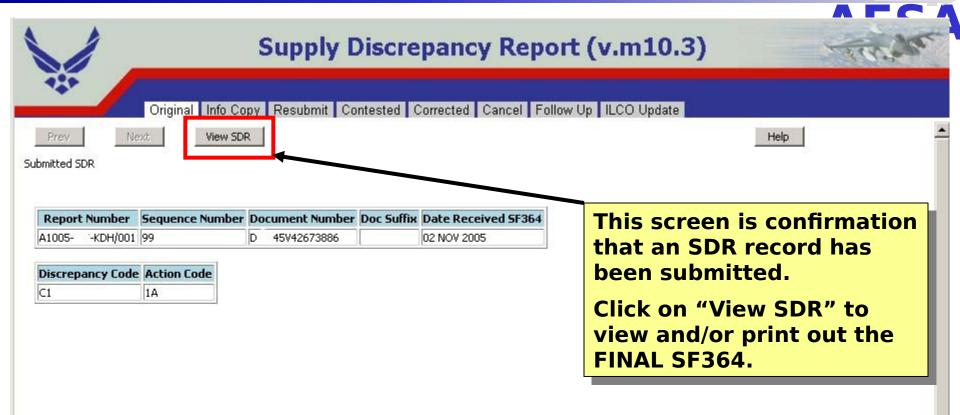






# SDR Original Confirmation Page



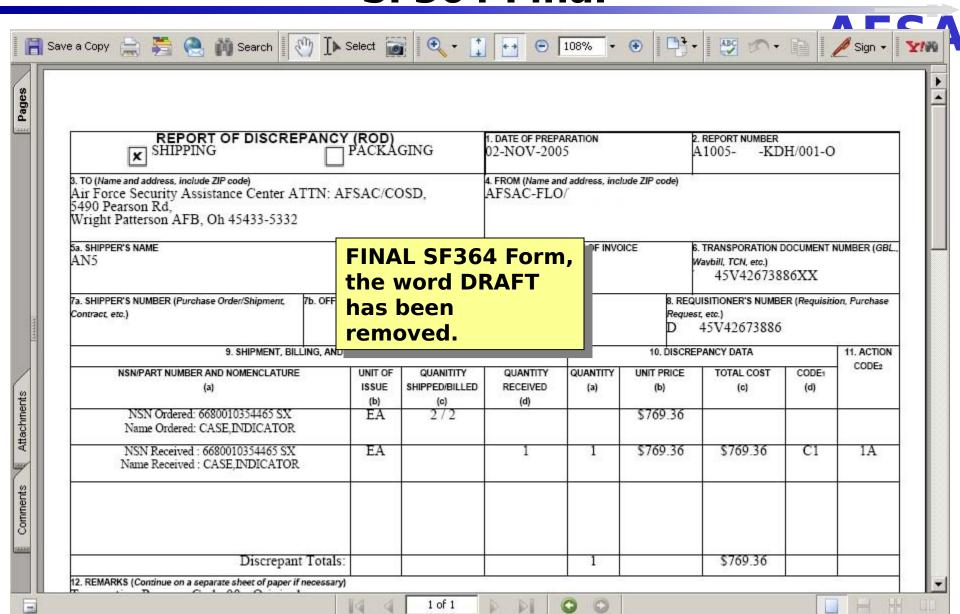


NOTE: After your report is submitted, it can only be edited using the <u>Correction Wizard</u>.



#### SDR Original SF364 Final







#### **Technical Assistance**





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Password Required

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#### Application Links

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Applications Suite

Supply Application

Letter of Request (LOR) ▶

Logistics Applications 🕦



 AFSAC's goal not intended t have develope provide easy,

For "Technical Assistance" with the SDR-A Original Submission Wizard tool, contact AFSAC Technical Support.

ther attempt to achieve that goal. It is our customers are worldwide, we

Business app

(Use the navigation minks on the rentio access the business applications)

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